

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Auditor-Controller Treasurer-Tax Collector	(2) MEETING DATE September 9, 2014	(3) CONTACT/PHONE Lydia Corr 781-5039	
(4) SUBJECT Request to approve a budget adjustment for \$123,700 to establish a maintenance project for office remodel costs associated with consolidation of the Auditor-Controller's and Treasurer-Tax Collector's offices. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board approve, by a 4/5 vote, a budget adjustment in the amount of \$123,700 to FC 200, maintenance projects, using fiscal year FY 2013/14 salary savings in the Treasurer-Tax Collector's budget and a transfer from Countywide Department Relocation (Maintenance Project 350072) as the financing sources.			
(6) FUNDING SOURCE(S) Salary savings in FC 108, Treasurer-Tax Collector	(7) CURRENT YEAR FINANCIAL IMPACT \$123,700.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: 1314133 <input checked="" type="checkbox"/> 4/5 Vote Required <input type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? N/A	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW <i>Nikki J. Schmidt</i>			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: James P. Erb, Auditor-Controller-Treasurer-Tax Collector

DATE: September 9, 2014

SUBJECT: Request to approve a budget adjustment for \$123,700 to establish a maintenance project for office remodel costs associated with consolidation of the Auditor-Controller's and Treasurer-Tax Collector's offices.

RECOMMENDATION

It is recommended that the Board approve, by a 4/5 vote, a budget adjustment in the amount of \$123,700 to FC 200, Maintenance Projects, using fiscal year FY 2013/14 salary savings in the Treasurer-Tax Collector's budget and a transfer from Countywide Department Relocation (Maintenance Project 350072) as the financing sources.

DISCUSSION

On July 9, 2013, the Board of Supervisors voted to amend the San Luis Obispo County code to enable the consolidation of the offices of Auditor-Controller and Treasurer-Tax-Collector Public Administrator. Several potential operational benefits of consolidating the two offices were identified at that time. Among those identified were (1) increased efficiencies and the elimination of a duplication of efforts by combining similar work performed by each department (2) better opportunities for staff cross-training and coverage, and (3) enhanced customer service. On August 11, 2013, the ordinance became effective and the two offices were consolidated.

A significant factor in achieving the successful integration of departmental operations is the reconfiguration of existing workspace occupied by the two offices. Staff members from the legacy Treasurer-Tax Collector's Office and the legacy Auditor-Controller's Office met on several occasions to discuss ideas for optimizing the office layout. They worked together to design a plan that facilitates staffing changes, communication, and cross-training. In addition, the plan enhances public service by providing one location for individuals to conduct financial business. Key design elements of the plan involve remodeling the public service entrance, removing an existing wall separating the Auditor's and Treasurer-Tax Collector's sides of the office, constructing two new interior offices, and enlarging the break area.

This reconfiguration will provide a more efficient office layout to accommodate integrated functions that were not anticipated when the Auditor-Controller and Treasurer-Tax Collector originally moved in to the New County Government Center in 2005.

OTHER AGENCY INVOLVEMENT/IMPACT

Staff from the Auditor-Controller-Treasurer-Tax Collector's Office worked with Architectural Services to develop the project scope, provide a cost estimate, and schedule staff and resources to manage the project. The Administrative Office has been involved in discussions about the proposed remodel. An approved Job Order Contracting (JOC) contractor will be hired to perform the general construction.

FINANCIAL CONSIDERATIONS

The one-time cost to reconfigure workspace and remodel the two offices is estimated to be \$123,700. Project funding will be provided from \$76,143 in fiscal year FY 2013/14 salary savings in the Treasurer-Tax Collector's budget and a transfer of \$47,557 from Countywide Department Relocation Project 350072 in FC 200, Maintenance Projects. Funding includes the cost of General Services' staff time to manage the project and oversee the construction. The requested action will have no impact on the budgeted level of General Fund support for this fund center.

RESULTS

This project will reconfigure the two offices previously occupied by the Auditor-Controller and Treasurer-Tax Collector to optimize the office layout and make better use of the existing space. The result will be improved coordination between the two former offices and enhanced customer service.

These two objectives contribute to the department goal of providing high quality, cost effective Auditor-Controller Treasurer-Tax Collector services and the County's community-wide result of a well governed community.